

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 10/29/15 (4:30 PM)

STATE JOB TITLE:	NURSE ADMINISTRATOR/MGR II	STATE JOB CLASS:	EA80
BAND: 08	SALARY RANGE \$ 057299 - \$ 106012	SPECIAL INCENTIVE:	YES
LEVEL: D	SALARY RANGE \$ 064456 - \$ 101965	SCEIS POSITION #:	61017968

DESCRIPTION OF DUTIES:

RESPONSIBLE FOR DAILY SUPERVISION OF THE HEALTH CARE ACTIVITIES (SICK CALL, MEDICATION ADMINISTRATION, ETC.) WITHIN ASSIGNED CLINICAL AREA; MONITORS QUALITY OF DAILY PATIENT CARE ON A 24-HOUR/7-DAY WEEK CONTINUUM; PLANS AND COORDINATES WITH DIRECTOR OF NURSING (DON) THE ACTIVITIES REQUIRED TO MEET INMATE HEALTH CARE NEEDS IN A MEDICAL CLINIC/INFIRMARY INCLUDING MENTAL HEALTH, DENTAL SERVICES, EMERGENCY CARE AFTER NORMAL OPERATIONAL HOURS; ASSISTS WITH DAILY OPERATION OF THE CLINIC (I.E., SICK CALL, MEDICATION ADMINISTRATION, TREATMENTS, EMERGENCIES, ETC.); DOCUMENTS AND SUPERVISES DOCUMENTATION ON MEDICAL RECORDS, MAINTAINING CONFIDENTIALITY; COORDINATES ADMISSIONS OR APPOINTMENTS WITH APPROPRIATE FACILITY AND PROVIDES APPROPRIATE DOCUMENTATION; ASSISTS CLINIC DON WITH PROVIDING HEALTH EDUCATION FOR INMATES AND STAFF; INTERFACES WITH PHYSICIANS, SECURITY, INSTITUTIONAL ADMINISTRATIVE AND SUPPORT SERVICES, AND DIVISIONAL ADMINISTRATION, ACTING AS ROLE MODEL TO STAFF.